



## VOCATIONAL INSTRUCTOR, OFFICE SERVICES AND RELATED TECHNOLOGIES, CORRECTIONAL FACILITY (CF)

Department of Corrections and Rehabilitation

Departmental Open, Non Promotional Examination  
Examination Code: 5CEAY  
Final Filing Date: Continuous

### EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

### DIVERSITY, EQUITY AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

### TESTING DEPARTMENTS

California Department of Corrections and Rehabilitation (CDCR)

### CLASSIFICATION DETAILS

#### Salary Range:

Alternate Range 7 (Alternate Range Criteria 011):  
\$5,845.40 - \$11,757.53 per month

View the [classification specification](#) for the Vocational Instructor, Office Services and Related Technologies, CF classification.

### WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

Once you have taken the Qualifications Assessment Examination, you may not retake it for twelve (12) months.

### HOW TO APPLY

All applicants must complete and submit an [Examination Application \(STD. 678\)](#) and [Qualifications Assessment](#)

By mail to:

**Department of Corrections and Rehabilitation  
Talent Acquisition and Career Services  
P.O. Box 942883  
Sacramento, CA 94283-0001**

Or in person at:

**Department of Corrections and Rehabilitation  
1515 S Street  
Sacramento, CA 95811-7243  
Attn: Talent Acquisition and Career Services, 101N**

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, excluding holidays, on or before the cut-off date to the same street address as listed above.

Qualifications Assessments for Vocational Instructor, Office Services and Related Technologies, CF are available from the CDCR website at: [Vocational Instructor, Office Services and Related Technologies, CF](#) or in person at the street address listed above.

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**BULLETIN RELEASE DATE: 11/20/2015**

Completed applications and all required documents must be received or postmarked by the cut-off date in order to be considered. If an application is received after the cut-off date with a late or missing postmark, the application is considered late and will be included in the next cut-off date for processing. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of an application

**NOTE:** Only applications with an original signature will be accepted.

**SPECIAL TESTING ARRANGEMENTS**

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box on your Examination Application (STD. 678) and you will be contacted to make specific arrangements. You may also contact Talent Acquisition and Career Services at (916) 322-2545.

**APPLICATION DEADLINES/REQUIREMENTS**

Candidates must complete and return the Vocational Instructor, Office Services and Related Technologies, CF Qualifications Assessment along with his/her Examination Application (STD. 678). Candidates who meet the minimum qualifications will have their Qualifications Assessment rated.

All applicants must meet the minimum qualifications for this examination by the cut-off date.

**TEST DATE**

Applications will be accepted on a continuous basis.

**Cut-off dates for processing will be:**

July 1, 2023	August 1, 2023	September 1, 2023	October 2, 2023
November 1, 2023	December 1, 2023	January 2, 2024	February 1, 2024
March 1, 2024	April 2, 2024	May 1, 2024	June 3, 2024
July 1, 2024			

**Note:** Check back periodically as cut-off dates may be added in the future. Additionally, cut-off dates are subject to change or be cancelled at any time. Such changes or cancellations will be in accordance with civil service laws and rules.

Results notices will be mailed in 6 – 7 weeks following each cut-off date. Please contact Talent Acquisition and Career Services at (916) 322-2545 if you have not received your notice after 7 weeks.

**MINIMUM QUALIFICATIONS**

Five years of journeyman work experience in Office Services and Related Technologies. At least one year of the required work experience must be within the three years immediately preceding the issuance of the preliminary credential. (48 semester units of postsecondary vocational training, related to Office Services and Related Technologies and verified by official transcript, may be substituted for a maximum of two of the five years of experience.) (Persons applying under this pattern may also use accumulated part-time work to meet the five-year requirement.)

(Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in Office Services and Related Technologies may be substituted for the required experience.)  
**and**

**Education:** Graduation from high school or its equivalent. **and**

**Credential:** Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in Office Services and Related Technologies. (Applicants who do not possess this credential may take the examination **but must have on file with the California Commission on Teacher Credentialing an application for the Office Services and Related Technologies credential before appointment** and must secure the credential within 120 working days after the appointment. After issuance, the credential must be maintained by completion of any examinations and course work required.)

**Applicants must show their California Teaching Credential number, title, and expiration date on their Examination Application (STD. 678).**

**NOTE: High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" 1, "or" 2, "or" 3, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern 1, and additional experience amounting to 50% of the required time of Pattern 2, may be admitted to an examination as meeting 100% of the overall experience requirement.

**OUT-OF-CLASS EXPERIENCE:** A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

#### **SPECIAL REQUIREMENTS**

Must be willing to continue their educational development; work in a State correctional facility; participate in group-oriented treatment programs; maintain an empathetic and objective understanding of inmates, residents, and patients; maintain high standards of morals and speech; tact; patience; and emotional stability

#### **SPECIAL PHYSICAL REQUIREMENTS**

Must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

#### **POSITION DESCRIPTION AND LOCATION(S)**

A Vocational Instructor, Office Services and Related Technologies, CF helps persons committed to State correctional facilities in CDCR prepare to become productive and contributing members of society by training them in the trade and vocational skills necessary to gain employment and by helping them to develop socially acceptable attitudes and interests. The instructors give both individual and group instruction; and, in many instances, participate as members of an interdisciplinary treatment team. The instructors have responsibility for supervising the conduct of the students while in the classroom or shop and may be called upon to assume general custody responsibilities in time of emergency.

The Department stipulates that the instructor play an important role in the total rehabilitation process, as well as in teaching the skills which will enable the individual to seek occupational opportunities.

Instructor's tasks include: planning, assigning, and supervising work; maintaining control and discipline in the classroom or shop; controlling all materials and equipment which may be used as potential weapons; preparing courses of study and daily lesson plans; counseling students as to progress in the instructional program; working with students in helping them set and meet educational, vocational, and rehabilitative needs and goals; participating in program evaluation; participating in Trade Advisory Committee meetings; preventing escapes and injury by students to themselves or others or to property; inspecting premises and searching students for contraband, such as weapons or illegal drugs; and performing other related duties. Instructors may be assigned as relief instructors, on a full-time basis, in specialties other than those for which they were hired. In addition, they may work with treatment teams which combine the services of personnel in the custody, academic, vocational, psychiatric, and casework areas.

The instructor has an important role of providing information of an educational nature which can help other members of the team to better determine each student's treatment needs. The instructor has responsibility, once a plan is developed, for providing, through their classroom curriculum program, the type of experience which is compatible with this plan.

#### **Position(s) exist in the following CDCR institution(s):**

Avenal State Prison, California City Correctional Facility, California Correctional Institution, California Health Care Facility, California Institution for Men, California Institution for Women, California Medical Facility, California Men's Colony, California Rehabilitation Center, California State Prison - Corcoran, California State Prison - Los Angeles County, California State Prison - Sacramento, California State Prison - San Quentin, California State Prison - Solano, Substance Abuse Treatment Facility and State Prison - Corcoran, Calipatria State Prison, Centinela State Prison, Central California Women's Facility, Chuckawalla Valley State Prison, Correctional Training Facility, Folsom State Prison, High Desert State Prison, Ironwood State Prison, Kern Valley State Prison, Mule Creek State Prison, Pelican Bay State Prison, Pleasant Valley State Prison, Richard J. Donovan Correctional Facility, Salinas Valley State Prison, Sierra Conservation Center, Valley State Prison, Wasco State Prison

#### **EXAMINATION PLAN**

**EXAMINATION INTERVIEWS WILL NOT BE HELD.** This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the minimum qualifications will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

#### **Qualifications Assessment -- Weighted 100.00%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

#### **Knowledge of:**

1. Methods, materials, tools, machines, equipment, and safety principles involved in Office Services and Related Technologies.

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**NOTE:** Willingness to learn principles, methods, practices, current developments and trends in vocational education.

**Ability to:**

1. Perform the duties of a journeyman in the field of Office Services and Related Technologies.
2. Provide leadership and motivation to inmates.
3. Teach and supervise inmates.
4. Work effectively with other disciplines.
5. Read and use drawings and sketches.
6. Estimate and order supplies.
7. Analyze situations accurately and take effective action.
8. Maintain fair and firm discipline.
9. Keep records and prepare reports.

The Job Analysis identifies job duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analysis for the Office Services and Related Technologies, CF is available on the CDCR website at: [CDCR Job Analysis](#)

**ELIGIBLE LIST INFORMATION**

The resulting eligible list will be established to fill vacancies for CDCR.

Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

**VETERANS' PREFERENCE/CAREER CREDITS**

Career credits or Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. **If you receive Veterans' Preference, you cannot also receive career credits in this examination.**

**DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**GENERAL INFORMATION**

**Applications are available** at CDCR, California Department of Human Resources (CalHR), local offices of the Employment Development Department, and through your [CalCareer Account](#).

**Veterans' Preference:** California law allows the granting of Veterans' Preference in any **Open** examination. In accordance with Government Code Sections 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: [CalCareer Veterans](#). Additional information can also be found at the California Department of Veterans Affairs at [CalVet Veterans](#).

**Career Credits:** California law allows the granting of career credits in Open, Nonpromotional examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employees who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by CalHR as managerial.

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, investigation may be made of employment records and personal history.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
WWW.CDCR.CA.GOV**

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